

**ILE Program Management Integrated Product Team
(PM-WIPT) Charter**

Contents

1	CHARTER.....	2
1.1	Vision Statement:.....	2
1.2	Mission Statement.....	2
1.3	Goals:	2
1.4	ILE Program Management IPT Membership:	2
1.5	ILE Program Management Team Roles and Responsibilities:	4
1.6	Procedures and Guidelines:	7
1.7	Administrative Requirements	8

1 Charter

1.1 Vision Statement:

“Increase job performance by providing high quality learning and electronic performance aids available anytime and anywhere”.

1.2 Mission Statement

“Develop, refine, and implement an learning environment consisting of integrated systems and processes (ILE) that support the production, delivery, and reusability of tactically relevant, sustainable learning products”.

1.3 Goals:

- Formulate, implement and institutionalize the ILE acquisition strategy.
- Ensure customer satisfaction.
- Determine funding/scheduling priorities.
- Utilize processes and tools that will reduce TOC.
- Develop training products that are capable of being tailored to the needs and learning styles of an individual (adaptive learning).
- Develop a fully SCORM compliant system based on open systems architecture that meets the ADL initiative objectives of affordability, reusability, durability, interoperability, and accessibility.

1.4 ILE Program Management IPT Membership:

<i>Name</i>	<i>Position</i>	<i>Organization</i>	<i>Contact Information</i>
IPT Lead			
	Program Manager		Phone: Cell Phone: Fax: Email:
	Deputy Program Manager		Phone: Cell Phone: Fax: Email:
Lead PMT Members			

	L-WIPT Lead		Phone: Cell Phone: Fax: Email:
	E-WIPT Lead		Phone: Cell Phone: Fax: Email:
	TE-WIPT Lead		Phone: Cell Phone: Fax: Email:
	DC-WIPT Lead		Phone: Cell Phone: Fax: Email:
	CDD-WIPT Lead		Phone: Cell Phone: Fax: Email:
	R-WIPT Lead		Phone: Cell Phone: Fax: Email:
	P-WIPT Lead		Phone: Cell Phone: Fax: Email:
	DR-WIPT Lead		Phone: Cell Phone: Fax: Email:
	CM-WIPT Lead		Phone: Cell Phone: Fax: Email:
	K-WIPT Lead		Phone: Cell Phone: Fax: Email:
	BF-WIPT Lead		Phone: Cell Phone: Fax: Email:

ILE DTSWG Advisor			
			Phone: Cell Phone: Fax: Email:

Table 1- ILE Program Management Team Membership (Level II IPT)

1.5 ILE Program Management Team Roles and Responsibilities:

1.5.1 PM-IPT Lead (Program Manager)

The Program Manager (PM) is the designated individual with responsibility for and authority to accomplish program objectives for ILE development, production, and sustainment to meet the end user's operational needs. The PM shall be accountable for credible cost, schedule, and performance reporting to the MDA. Specifically, the PM shall:

- In accordance with current Department of Defense, Department of the Navy, Naval Education and Training Command directives, and the Federal Acquisition Regulations (FAR), working through the ILE Program functional managers, develop, implement, and execute standardized acquisition processes for all current and proposed ILE elements/products to include:
 - An Acquisition Strategy,
 - A Work Breakdown Structure,
 - An Integrated Master Plan,
 - An Integrated Master Schedule,
 - Supporting Detailed Schedules, and
 - A Comprehensive Budget.
- Allocate and execute requirements.
- Ensure only individuals qualified and proficient in the applicable functional area are assigned to serve as functional managers on the PM- IPT.
- Establish, charter, and empower Working Integrated Product Teams (WIPT) for each functional area.
- Execute and maintain a schedule baseline for ILE system and subsystems.
- Ensure that the estimated scope of work for each ILE project properly reflects approved requirements and schedule baselines.
- Allocate project funding, personnel, material, data, and resources.
- Provide overall direction and leadership on cost, schedule, and technical performance parameters for ILE products.

- Act as the final approval authority for ALL changes to ILE contracts and direct the Procuring Contracting Officer to generate the appropriate administrative changes or modifications.
- Establish and chair an ILE Configuration Change Control Board (CCCB).
- Ensure effective process/communication flow between the OIPT, IIPT, PM IPT, and WIPTs.
- Manage expectations and provide for conflict resolution between external stakeholders, the PM IPT, and all WIPTs.

1.5.2 Deputy Program Manager (DPM)

The Deputy Program Manager (DPM) shall assist the PM as required in accomplishing program objectives for development, production, and sustainment to meet the end user's operational needs. The Deputy Program Manager shall act on the behalf of the PM when so directed.

1.5.3 Contracting Officer's Representative (COR).

The Procuring Contract Officer's (PCO) may, at his/her discretion, designate an individual in accordance with subsection 201.602-2 of the Defense Federal Acquisition Regulation Supplement, to act as the Contracting Officer Representative (COR). This individual shall be authorized in writing by the contracting officer to perform specific technical or administrative functions. Expected duties and authority might include:

- Represent the Procuring Contracting Officer's interests for ILE projects ensuring out-of-scope issues are identified and properly documented.
- Oversee final inspection and acceptance of all ILE contract deliveries and products.
- Assist the Procuring Contracting Officer with the closeout of all ILE contracts.
- Ensure all reports and deliverables are received; that invoices for payment reflect the work accomplished; and that invoices for payment are approved.
- Advise the WIPT Level II Leads on all in-scope and/or out-of-scope issues impacting ILE projects.
- Assist the WIPT Level II Leads and Procuring Contracting Officer in negotiating ILE contract modifications.
- Coordinate with the Technical Point of Contact (TPOC) to ensure all GFI transactions are completed on time.

1.5.4 R-WIPT Lead

The Risk Management Working Integrated Product Team (R-WIPT) Lead (R-Lead) is assigned authority, responsibility and accountability for keeping the PM apprised of any potential inability to achieve overall program objectives within defined cost, schedule, and technical constraints. The R-Lead will be the primary interface between the R-WIPT and the PM IPT and will use the guidelines set forth in the *RISK MANAGEMENT GUIDE FOR DOD ACQUISITION* while performing as an empowered member of the PM IPT.

1.5.5 C-WIPT Lead

The Content Design and Development Working Integrated Product Team (C-WIPT) Lead (C-Lead) is assigned authority, responsibility and accountability for the development, adequacy, and accuracy of all instruction design requirements for the ILE from initial tasking to the completed delivery and acceptance of all instructional material, data and services. The C-Lead will be the primary interface between the IDT and the PM IPT and will operate within DOD and DON guidelines while performing as an empowered member of the PM IPT.

1.5.6 E-WIPT Lead

The Engineering and Integration Working Integrated Product Team (E-WIPT) Lead (E-Lead) is assigned authority, responsibility and accountability for the adequacy and accuracy of all Systems Engineering requirements for the ILE from initial tasking to the completed delivery and acceptance of all ILE material, data and services. The E-Lead is responsible to the PM for ensuring that the correct technical tasks are completed during development through planning, tracking, and coordinating. The E-Lead will be the primary interface between the Systems Engineering Team (SET) and the PM IPT and will operate within DOD and DON Systems Engineering guidelines while performing as an empowered member of the PM IPT.

1.5.7 L-WIPT Lead

The Logistics Working Integrated Product Team (L-WIPT) Lead (L-Lead) is assigned authority, responsibility and accountability for the adequacy and accuracy of all Logistics requirements for the ILE from initial tasking to the completed delivery and acceptance of all ILS material, data and services. The L-Lead will be the primary interface between the LSMT and the PM IPT and will operate within DOD and DON Logistics Competency guidelines while performing as an empowered member of the PM IPT.

1.5.8 CM-WIPT Lead

The Configuration Management Working Integrated Product Team (CM-WIPT) Lead (CM-Lead) is assigned authority, responsibility and accountability for the adequacy and accuracy of configuration management of the ILE throughout its lifecycle. The CM-Lead is responsible to the PM for establishing and

maintaining the consistency of ILE performance, functional, and physical attributes with its requirements, design and operational information throughout its life. The CM-Lead will be the primary interface between the CM-WIPT and the PM IPT and will operate within DOD and DON CM guidelines (i.e. MIL-HDBK-61A) while performing as an empowered member of the PM IPT.

1.5.9 TE-WIPT Lead

The Test and Evaluation Working Integrated Product Team (TE-WIPT) Lead (TE-Lead) is responsible to the PM for ensuring that test, evaluation, and verification activities are completed during all program phases to ensure the ILE meets development; performance, and operational capability objectives of ILE systems, subsystems, components, and equipment items. The TE-Lead is assigned authority, responsibility and accountability for the adequacy and accuracy of all Test and Evaluation requirements for the ILE from initial tasking to the completed delivery and acceptance of all ILE material, data and services. The TE-Lead will be the primary interface between the TE-WIPT and the PM IPT and will operate within DOD and DON Systems Engineering Test and Evaluation guidelines while performing as an empowered member of the PM IPT.

1.5.10 K-WIPT Lead

The Contracts Working Integrated Product Team (K-WIPT) Lead (K-lead (Contracting Officer (KO))) shall not report administratively to the PM; however, the Contracting Officer must still respond to the PM's programmatic and technical requirements.

1.5.11 F-WIPT Lead

The Finance Working Integrated Product Team (F-WIPT) Lead (F-Lead) is responsible to provide advice and guidance and assist the PM in monitoring program performance against program cost goals. The F-Lead is assigned authority, responsibility, and accountability for the adequacy and accuracy of all F-WIPT products provided as inputs to the PM. The F-Lead will be the primary interface between the F-WIPT and the PM IPT and will operate within DOD Financial Management Regulations while performing as an empowered member of the PM IPT.

1.6 Procedures and Guidelines:

1.6.1 Rules of Engagement for Meetings

The ILE PM-IPT shall hold weekly management meetings and quarterly off-sites to ensure effective communication of program status across the IPT's membership.

1.6.2 “Single Voice” Policy

Each IPT member will be afforded a voice concerning issues brought before the ILE PM. Once a decision has been reached in accordance with this charter, the decision will stand as the representative position of the PM-IPT.

1.6.3 No “Single Point Failure” Policy

PM-IPT members must make reasonable attempts to participate in the weekly and quarterly PM-IPT meetings. If their absence is unavoidable they should ensure empowered representation is present. Reasonable consideration shall be given to the contribution of an absent PM-IPT member prior to proceeding on an issue that impacts their area of authority and accountability.

1.7 Administrative Requirements

1.7.1 Meetings

1.7.1.1 Agenda

The COR will collect and publish agenda items for both the weekly and quarterly PM-IPT meetings. Agenda input from the PM-IPT membership is due 24 hours prior to the weekly meeting and five working days prior to the quarterly meeting for inclusion. The agenda shall be strictly adhered to. The PM shall insert a period of time into each agenda for open discussion issues.

1.7.1.2 Minutes

The COR shall ensure that all issues discussed during the weekly and quarterly IPT meetings are recorded in the minutes. The weekly minutes shall be distributed for review with the following week’s agenda.

1.7.1.3 Action Items

The PM shall record all meeting action items in a central repository. Each item shall be assigned a unique tracking number and shall include the date of origination, the meeting that produced the action item, the person assigned responsibility, projected closure date, and current status as updates are provided. A sample format is provided in Table 2.

Origination Date	Forum	Tracking #	Action Item	Task officer	Due Date	Status	Remarks

Table 2- Action Item Repository

1.7.1.4 Frequency

1.7.1.4.1 Weekly Teleconference

The ILE PM shall ensure that the IPT membership meets one time per week, at a minimum, by teleconference, video teleconference, or in person. The current time and location is each Thursday at 1400 (2 P.M. for you non-military types) via telephone conference. The PM must approve any adjustment to this schedule. Notification of adjustment to the schedule and location of this meeting shall be made during the previous weekly meeting.

1.7.1.4.2 Quarterly "In Person" Meeting

The PM shall ensure that PM- IPT members meet in person, at a minimum, quarterly.

1.7.1.5 Meeting Summaries

Meeting summaries will be brief and will preclude revisiting previous agreements and wasting the time and resources of the team members. Meeting summaries will:

- Record attendance
- Document any decisions or agreements reached by the PM-IPT
- Document action items and suspense items
- Set the agenda for the next meeting
- Frame issues for higher-level resolution

1.7.2 PM-IPT Communication

PM-IPT communications fall into two categories. The first communication type provides daily, spontaneous one-on-one or group inclusive communications. The second communication type is more formal, and consists of regularly scheduled PM-IPT meetings. These regularly scheduled meetings allow the PM-IPT to discuss and act on ILE program issues such as general leadership, direction, specific tasking, performance measurement, and conflict resolution.

1.7.3 Decision Making Criteria

The PM-IPT decision criteria shall be in line with the PM-IPT structure. Decisions shall be resolved at the lowest possible level with the PM having the final authority on all decisions elevated to his/her level.